

Hey folks! So, this is a place where we can collaborate on How to Submit Proposals and How to CDR.

The first document will be for everyone, and I'll need to have a rough draft (conference-presentation level) ready for the January 6 opening meeting days.

The second, which will be provided to new CDR members each year can take a back seat. I've provide the protocols and procedures we discussed early on, and which have been attached to the Agendas. Please provide your input and insight from your experience to help future CDR members.

You'll notice there's redline edits that need to be fixed, the formatting is a mess, and I'm going to be getting rid of tables, unless they're purposeful and useful for the info presented.

Update on 1.4

I've done about as much as I care to on this, and I think it's in fine enough shape for Friday.

How to Submit Proposals

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General Proposal Information

The following sections provide general information about the Proposal Workflow, various forms, stakeholders, and important terms to understand when developing new, making changes to existing, or deleting programs and courses, university curriculum.

Proposal Forms

- **New Program Form** is used to create a new program (majors, minors, comprehensive majors, etc.)
- **Program Change Form** is used to make changes to an existing program
- **Program Deletion Form** is used to delete an existing program
- **New Course Form** is used to create a new course
- **Course Change Form** is used to make substantive changes to an existing course: title, number, credit hours, description, and/or prerequisites.
- **Course Deletion Form** is used to delete an existing course

Proposal Approvals & Deletions

- Once a Proposal has been Approved, the next person in the Workflow is notified via email.
- Only CDR and Faculty Senate can Reject a Proposal and Return to Submitter for Revisions. When a Proposal is Returned to Submitter for revisions, it returns to the same place in the Workflow once it has been revised and Approved.
- A proposal can only be deleted by the Initiator, at Draft or Return to Initiator Levels, Unit Chairs/Directors, Deans, and the Registrar's Office. Impacted Unit Leaders can View and Approve the Proposals in the Curriculum Dashboard, but they cannot delete Proposals.
- All Proposals are individual entities in the Workflow, but related Proposals can be bundled to hasten the voting process. Proposals cannot be expedited, per Faculty Senate 2017.

Saving, Reviewing, and Submitting Proposals

- **Save a Draft**
To save a draft of the proposal click "Print this form" on the upper left. Click the 'Save' button in the left hand column at the top of the page. The 'Save' button saves your proposal as a draft which you can then go back and edit as needed for revisions.

When drafting a Proposal, you'll need to complete all requirements in order to Save your Proposal, so add placeholder text to any blank fields and upload any needed placeholder documents, which you can update when further developing the Proposal. Once you're satisfied, you can Approve the Proposal, and it will be sent to your Unit Leader.

- **Previous Versions**

On the left side of the page, you have the option to “View Previous Versions” to review the entire development of this proposal throughout the workflow. This function can be useful in assessing whether needed corrections are errors or intentional.

- **Send to Review**

When you are finished and are ready to send the proposal, click ‘Send to Review’ to move the proposal to the next step in the Workflow, typically your Unit Leader.

Proposal Workflow

1. The proposal workflow starts with the Initiator and must be approved by the Unit. Proposal Initiators should check all Units Impacted by the Proposal. Proposal Initiators should search for any programs and/or courses involved in their Proposal in the current Catalog to see which programs are impacted.
2. Once the Proposal is ready, the Unit Leader records a vote by the entire unit. Leaders should record that vote using the Comment feature when Approving the Proposal in the Workflow.
3. Leaders whose Units are impacted by a Proposal are notified via email. Proposals that impact other units or programs must be shared for their feedback and endorsed by their Dean or Associate Provost.
 - a. School of Ed proposals are approved by the Dean and the Director, other Schools are approved by Associate Provost
4. Proposals must then be reviewed and approved by the Relevant Committees:
 - a. **Designated Curricular Matters (DCM)** will review proposals on curricular matters related to University Seminar, the Honors Program, and the Northwest Core.
 - b. **Council on Teacher Education (COTE)** will review proposals on teacher education programs, compliance with teacher certification requirements, admission to teacher education programs.
 - c. **Graduate Council** will review proposals on standards of graduate instruction, graduate curricula and degree requirements, graduate admission and transfer of credit policies, admission to candidacy policies.
 - d. **Curriculum and Degree Requirements (CDR)** will review proposals and individual student petitions relating to curriculum and degree requirements. All proposals approved by the DCM, COTE, and Graduate Council will also be reviewed and approved by CDR
 - e. Once a Proposal is Approved, the Committee chair should record the vote using the Comment Features in the Workflow to record the approvals throughout the process
E.g. Unit Name, Approved-Denied-Abstained on (Date).

5. All proposals involving *existing programs and courses* will move forward to the Provost's offices for record keeping and revision will be entered into the catalog by the Registrar's office.

All **New Program proposals** must be reviewed and approved by the Provost's and President's offices, before being sent to the Board of Regents. Once reviewed and approved by the Board, the proposed new program will be submitted to the MDHE and HLC for approval. Once approved by MDHE and HLC, the proposed program will be recorded by the Provost's office and entered into the catalog by the Registrar's office.

New Program/Other Proposal Workflow Comparison

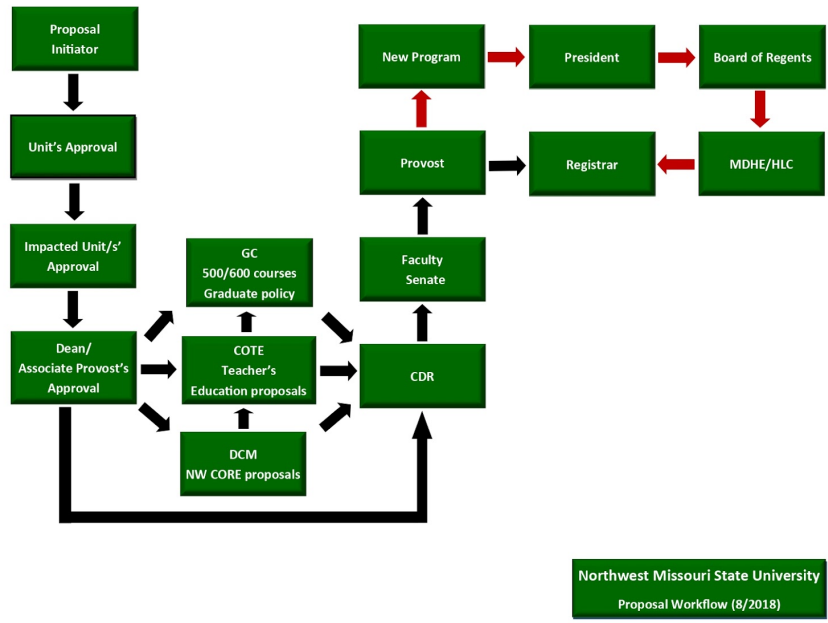
New program proposals

1. Proposal Initiator
2. Unit's approval
3. Impacted unit/s' approval
4. Dean/Associate Provost
5. ****Committee Approvals****
 - a. DCM for proposals involving NW CORE courses
 - b. COTE for proposals involving Teacher Education
 - c. Graduate Council for proposals involving graduate policies, 500 and 600 level courses
6. CDR
7. Faculty Senate
8. Provost
9. President
10. Board of Regents
11. MDHE/HLC
12. Provost
13. Registrar

All Other Proposals

1. Proposal Initiator
2. Unit's approval
3. Impacted unit/s' approval
4. Dean/Associate Provost
5. ****Committee Approvals****
 - a. DCM for proposals involving NW CORE courses
 - b. COTE for proposals involving Teacher Education
 - c. Graduate Council for proposals involving graduate policies, and 500- and 600-level courses
6. CDR
7. Faculty Senate
8. Provost
9. Registrar

Curriculum Proposal Workflow Chart



Common Proposal Elements

1. Proposal Number

This number identifies the proposal throughout the Workflow, and is based on the following:

- Semester (1 for Fall, 2 for Spring), Last two numbers of the academic year (2018)
- Unit number (E.g. Business 53, Math 17, Fine Arts 19)
- Proposal number from the department/school for the academic year. Proposal initiators may need to ask department chairs/school directors for the accurate proposal number.

Examples:

- The First School of Business proposal for fall 2022 would be **Proposal No.** 122-53-01
- The Third Math Department proposal for spring 2023 would be **Proposal No.** 223-17-03
- The Thirteenth Fine Arts Department proposal for fall 2055 would be **Proposal No.** 155-19-13

2. **Initiator** is the author of the proposal

3. **Phone Number** (optional)

4. **Department/School/Committee** – select the unit from the drop-down menu

5. Proposal Impact (Choose all applicable routing committees)

This section ensures all proposals are routed to all appropriate committees. Check all that apply to your proposal in each area.

- CDR approval is required for All proposals. Failure to notify CDR will delay further approvals.
- DCM approval is required for all proposals affecting NW CORE courses
- COTE approval is required for all proposals affecting Teacher Education
- Graduate Council approval is required for all proposals affecting graduate policies, and 500- and 600-level courses

6. Other Departments/Schools Impacted by Proposal-Notifications Needed

- If other academic units are impacted by the proposed changes, indicate which programs are impacted so that the system will route the proposal to the chair/director of that unit.
 - **IMPORTANT NOTE:** Checking your own department will cause the workflow to route inappropriately
- Review your program requirements in the catalog to see which other units might be affected; these might include programs that require/recommend NW CORE courses taught by your unit, interdisciplinary programs, and/or cognate course options in other units.

7. Department/School Approvals Received

- Once the department has reviewed and approved the proposal, a check mark will appear beside the Unit approvals area.
- If the impacted department/school does not support the proposal, they should enter a rationale in the comment field on the left side of the screen.

8. Effective Semester of Implementation

Select the semester and year that the proposal changes will go into effect. Keep in mind the following:

- Program changes may only be implemented in a fall semester to synchronize with the academic year (and the one-year catalog).
- Course changes that are implemented in a fall semester will be included in the catalog update for that year. Courses implemented in spring will be included in the catalog update the following year.
- If you are submitting a proposal in a fall semester for implementation in the subsequent spring semester, be advised that **new program** proposals must be approved by the Board of Regents before implementation, which requires at least a month prior notification to get the proposal on the Board of Regents agenda.

Therefore, the proposal will not be approved in time for spring implementation. Proposals approved by the Faculty Senate by the end of October are likely to appear on the Board of Regents agenda in time for approval and implementation in the following spring semester.

- If you are making a change to a course that will be implemented in the following semester and students are already enrolling due to pre-registration, you **cannot** change the credit hours as per the Faculty Senate Constitution/By-Laws.

9. Proposal Purpose and Justification.

- Clearly state the purpose of the proposal, and be specific about what you're proposing. Write concisely but include necessary details, supporting information, and mandates of accrediting bodies.
- Keep in mind that committee members and other members of the workflow may have little to no knowledge about the details of your area. It's your job to make your message clear to your readers, so don't rely on audience intuition or interpretation.
- In the Justification, why you're proposing, be specific on the needs your proposal meets, the problems it solves, and/or the opportunities it creates. Also, concentrate on the impact on the offerings of the unit and any impact the proposal may have on other units or elements of the university.

Catalog Language and Credit Hours

To ensure consistency in catalog language and processes, the following language should be used in proposals when referring to programs. The examples provided link directly to the Catalog for modeling and comparison.

Comprehensive Major

A formal and coherent 51 credit hour minimum curricular component of an undergraduate degree program.

No minor is required, and major is recorded on the transcript. E.g. [Mathematics Major, 36-39 hours: B.A., B.S.—Minor Required](#)

Major (requires minor)

A formal and coherent 30-50 credit hour curricular component of an undergraduate degree program. A minor is required, and a major is recorded on the transcript. E.g. [Geography Comprehensive Major, 57 Hours: B.S. - No Minor Required](#).

Minor

A formal and coherent 18-28 credit hour curricular component of an undergraduate degree program. Minor is recorded on transcript. E.g. [Agronomy Minor, 24 hours](#)

Track Option/Emphasis

A finite and informal curricular component used to establish graduation requirements that provide a focused set of learning objectives. Recommended minimum of 9 credit hours, and emphasis is recorded on transcript by consultation with Unit Leader and Registrar. E.g. [Chemistry: General Emphasis, 65-66 hours](#)

Concentration/Specialization

A focused collection of courses offered as either a required or elective subcomponent of a major/comprehensive major, with a minor required. Recommended minimum of 12 credit hours, and concentration is not recorded on transcript. E.g. [Piano Concentration](#) for Vocal Music Education Comprehensive Major, 62 Hours: B.M.E.—No Minor Required (Certifies Grades K-12)

Certificate (with Degree)

A specialized sequence of courses established by a department and approved by faculty (or state agency) which upon successful completion, entitles the student to receive a program completion document. 15 credit hour minimum recommended, and certificate is recorded on transcript by consultation with Unit Leader and Registrar. E.g. [Professional Writing Certificate, 12 hours](#)

Certificate (Non-Degree)

A specialized sequence of courses established by a department and approved by faculty (or state agency) which upon successful completion, entitles the student to receive a program completion document. 30 credit hour minimum. E.g. [Farm Operation Two-Year Certificate Program, 60 hours](#)

Certification (Teacher)

A specialized sequence of courses established by the State Department of Education which entitles the student to receive a license to teach within a given state. E.g. [Teacher Certification](#).

Teacher certification programs are dictated by the state, and thus, credit hours may vary, and it is not recorded on transcript because it is issued by a state agency. Programs that have outside accrediting agencies with their own credit hour requirements must stipulate as such in the justification section of the proposal form.

Course Designations

- **Repeatable course** indicates courses that students may repeat. If this course is repeatable, you will need to indicate how many times a student can take the course and receive credit.
- **Academic Credit** indicates credit hours can be used toward a student's degree.
- **Lab Credit** indicates courses that require laboratory experience.
- **Activity Credit** indicates courses specifically designated as activity hours subject to the University's policies. Only 4 credit hours of Activity Credit can count toward a student's degree. E.g. [MUS 19212 Brass Ensemble Activity](#), [HPER 22112 Jogging](#), [REC 45150 Trapshooting](#)
- **Internship Credit** indicates courses specifically designated as Internships. Internships have a special designation with the federal government and as such the university incurs liability fees passed on to the student to protect all involved.
- **Additional Internship Fees**. If your internship has fees in addition to the liability fees, please denote that here.

Unit Numbers

These can be copy-pasted from the Catalog

NW CORE Courses Language

The proposed catalog copy in the proposal should be designed as follows for all programs which want to 'recommend' Northwest Core courses. Select the catalog copy format which best represents your program's needs. *Remember that additions should be in red while deletions should be in strikethrough.

*NOTE: Required Northwest Core courses, formerly known as 'Directed General Education' courses, should appear in the appropriate section below and not in the major/minor requirements.

All Proposals should have the following title

Catalog (Proposed)

Major Title, Total Credit Hours: <Degree>

CIP: #####

For programs with BOTH directed and recommended Northwest Core courses, list them within the Northwest Core requirement on the Proposal.

Requirements

The Northwest Core (48-51 hours)

Required:

XXX ## <Name of Course> 3

XXX ## <Name of Course> 3

XXX ## <Name of Course> 3

Recommended:

XXX ## <Name of Course> 3

XXX ## <Name of Course> 3

Program Requirements (Total credit hours)

<<<Here follows the program courses>>>

For programs that DO NOT require or recommend Northwest Core courses, the Northwest Core should be listed.

Requirements

The Northwest Core (48-51 hours)

Program Requirements (Total credit hours)

<<<Here follows the program courses>>>

For programs with directed but not recommended Northwest Core courses

Requirements

The Northwest Core (48-51 hours)

Recommended:

XXX ### <Name of Course> 3

XXX ### <Name of Course> 3

Program Requirements (Total credit hours)

<<<Here follows the program courses>>>

New Program Proposals

These are proposals for creating new programs, such as majors, minors, comprehensive majors, emphases, concentrations, and certificate programs.

Proposal Information (see [Common Proposal Elements](#))

- Proposal Number
- Proposal Initiator
- Phone Number
- Academic Unit (Department/School/Committee)
- Proposal Impact
 - CDR
 - DCM
 - COTE
 - Grad Council
- Units Impacted
- Impacted Units Approvals
- Proposal Purpose and Justification
- Effective Semester of Implementation
- Proposal Purpose and Justification

Program Information

Program Name

Include the full title of the program. Do not abbreviate, except for the degree abbreviation. E.g. [Social Studies: History Comprehensive Major, 51 hours: B.S. Ed. \(Certifies grades 9-12\)](#).

CIP Code

The CIP (Classification of Instructional Programs) code is a system used by the federal government for accurate tracking and reporting of fields of study and program completion. A CIP code needs to be included for every program and every course. CIP codes can be found on [NCES CIP Code](#) site. Select the CIP code that best reflects your course content. Consulting with the appropriate Associate Provost is recommended.

Program Description

Enter a description that will be included in the catalog verbatim; this description will be entered directly, overriding any previous language. This Program Description should only include the new description, not the old one or reasons for the change.

Program Requirements (Add a Requirement)

Requirement Title

- If a new program has a 'Required Core' or an 'Emphasis', add that information here. You can add as many emphases/tracks/etc. as you need by clicking 'Add a Requirement' for each new requirement group and giving it the appropriate title. Make sure to click the "Add a Requirement" along a consistent level.
- This would also be where you add any Recommended or Required Northwest Core courses. See the [Northwest Core Language](#) section.
- See [Curriculum Guidelines & Policies](#) for policies involving credit hour ranges for tracks, options, emphases, etc.

Content

- You will need to retype the CIP Code here or provide other language deemed necessary.

Requirement Narrative (Click on arrow)

- List new course information here (course number, course title, and course credit hours).
- If you know that you will be creating new courses in other proposals, please list course number, course title, and course credit hours here. Consult the Provost's Office for course number availability.

Add Course

- Active courses can be added by clicking the 'Add Course' button and then the pencil to the right of the text box.
 - A new window appears where you can select the course from drop down menus.
 - Select whether the course you need is from the Undergraduate or Graduate catalog.
 - After selecting 'Courses', select the appropriate program/disciplinary group.
 - The next box will have a number that relates to the two digit program code associated with every program. Eg. a Humanities course (Code 26) will be listed under 20000, while a Biology course (04) will be listed under 00000.
 - The next drop down menu will have every active course listed for that program. Select the one you need.
 - Repeat the above for every additional course.
- Narrative Courses, in the Course Selector Menu, allow you to add a variety of options to present information about the Program.
 - A common Narrative is adding "OR" to communicate a choice between two or more courses to meet a requirement. [B.S. in Mass Media Major, Broadcast and Production Emphasis](#) requires students to choose [Introduction to Advertising](#) OR [Advertising Case Studies](#) to meet their emphasis required courses.

- Other Narrative options, like Advisor Approved Electives, are also available, so search around for what you need. Narrative courses are listed alphabetically.
- If you are unable to find an existing Narrative Course that meets your needs, please note so and ask for what you need in the Proposal Justification.

Requirement Note

If you have any special notations for a requirement section in your program, list them here.

E.g. if you need a statement such as “HUM 26102, HUM 26103, HIST 33155, and HIST 33156 can be used to fulfill Northwest Core Requirements or Core Requirements in the History major but not both” listed in your program, you would type that here.

Total Program Hours

- List the total minimum credit hours and maximum credit hours for the entire program.
- Minimum Credit Hours. List the total minimum credit hours for the required group.
- Maximum Credit Hours. List the total maximum credit hours for the required group.

Delivery method (Check all that apply)

- Online
- On-Campus
- Blended

Location Offered (Check all that apply)

- Maryville
- Kansas City

Program Outcomes

Program Outcomes are required for all programs, and they should be reviewed by the Unit and Outcome Committee during Academic Program Review. Each academic program should list and explain the expected learning outcomes for the major/minor/certificate program or other academic program. For questions, review the Program Learning Outcomes guide on the [Faculty page of MyNorthwest](#).

Attach Supporting Documentation**Curriculum Impact Review**

Attach the completed Curriculum Impact Review document by clicking on the Select Files button. Once the document is successfully loaded, the system will create the appropriate link next to the section “Files:” You can download the form itself by clicking on the Curriculum Impact Review link above the button.

Note: The first half of the CIR is for new programs/new courses. The second half is for program/course changes. It is likely that if you are making a course change or a program change, that none of the questions on the CIR may be pertinent. In that case, you simply mark “No” or “N/A” to complete the form and upload it.

Save a Draft

To save a draft of the proposal click “Print this form” on the upper left. Click the ‘Save’ button in the left hand column at the top of the page. The ‘Save’ button saves your proposal as a draft which you can then go back and edit as needed for revisions.

Send to Review

When you are finished and are ready to send the proposal, click ‘Send to Review’ to move the proposal to the next step in the Workflow, typically your Unit Leader.

Program Change Proposals

Program Change Proposals

For any Proposal affecting existing programs, including University Requirements, Northwest Core courses, and/or Institutional Requirements.

In addition to [Common Proposal Elements](#) (see above), Program Change Proposals require the following:

“Select a Program to Change”

- From the drop-down menu, select undergraduate catalog or graduate catalog
- Select the Section of the Catalog to Change
- Select the Academic Unit to change, choosing from the offered disciplines
- Select Program to change
- Click on selected item

Proposal Information ([Common Proposal Elements](#))

- Proposal Number
- Proposal Initiator
- Phone Number
- Academic Unit (Department/School/Committee)
- Proposal Impact
 - CDR
 - DCM
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 - Grad Council
- Units Impacted
- Impacted Units Approvals
- Effective Semester of Implementation
- Proposal Purpose and Justification

Program Information

Program Name

Program Information will be automatically loaded. If you are changing the program name or the total hours for the program, make those edits to the Program Name.

CIP Code

The CIP (Classification of Instructional Programs) code is a system used by the federal government for accurate

tracking and reporting of fields of study and program completion. A CIP code needs to be included for every program and every course. CIP codes can be found on [NCES CIP Code](#) site. Select the CIP code that best reflects your course content. Consulting with the appropriate Associate Provost is recommended.

Program Description

Enter a description that will be included in the catalog verbatim; this description will be entered directly, overriding any previous language. This Program Description should only include the new description, not the old one or reasons for the change.

Program Requirements (Add a Requirement)

Requirement Title

- If a new program has a 'Required Core' or an 'Emphasis', add that information here. You can add as many emphases/tracks/etc. as you need by clicking 'Add a Requirement' for each new requirement group and giving it the appropriate title. Make sure to click the "Add a Requirement" along a consistent level.
- This would also be where you add any Recommended or Required Northwest Core courses. See the [Northwest Core Language](#) section.
- See [Curriculum Guidelines & Policies](#) for policies involving credit hour ranges for tracks, options, emphases, etc.

Content

- You will need to retype the CIP Code here or provide other language deemed necessary.

Requirement Narrative (Click on arrow)

- List new course information here (course number, course title, and course credit hours).
- If you know that you will be creating new courses in other proposals, please list course number, course title, and course credit hours here. Consult the Provost's Office for course number availability.

Add Existing Course

- Active courses can be added by clicking the 'Add Existing Course' button and then the pencil to the right of the text box.
 - A new window appears where you can select the course from drop down menus.
 - Select whether the course you need is from the Undergraduate or Graduate catalog.
 - After selecting 'Courses', select the appropriate program/disciplinary group.
 - The next box will have a number that relates to the two digit program code associated with every program.

- Eg. a Humanities course (Code 26) will be listed under 20000, while a Biology course (04) will be listed under 00000.
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 - Other Narrative options, like Advisor Approved Electives, are also available, so search around for what you need. Narrative courses are listed alphabetically.
 - If you are unable to find an existing Narrative Course that meets your needs, please note so and ask for what you need in the Proposal Justification.

Select a Course

Undergraduate Catalog ▼

Courses ▼

Narrative Courses ▼

M-Z ▼

-- OR - credits ▼

Requirement Note

If you have any special notations for a requirement section in your program, list them here.

E.g. if you need a statement such as “HUM 26102, HUM 26103, HIST 33155, and HIST 33156 can be used to fulfill Northwest Core Requirements or Core Requirements in the History major but not both” listed in your program, you would type that here.

Total Program Hours

List the total minimum credit hours and maximum credit hours for the entire program.

- Minimum Credit Hours. List the total minimum credit hours for the required group.
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Delivery method (Check all that apply)

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Location Offered (Check all that apply)

- Maryville
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Program Outcomes

Program Outcomes are required for all programs, and they should be reviewed by the Unit and Outcome Committee during Academic Program Review. Each academic program should list and explain the expected learning outcomes for the major/minor/certificate program or other academic program. For questions, review the Program Learning Outcomes guide on the [Faculty page of MyNorthwest](#).

Curriculum Impact Review (Required)

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Send to Review

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Program Deletion Proposals

Program Deletion Proposals

For any Proposal deleting existing programs.

“Select a Program to Delete”

- From the drop-down menu, select undergraduate catalog or graduate catalog
- Select the Section of the Catalog to Change
- Select the Academic Unit to change, choosing from the offered disciplines
- Select Program to change
- Click on selected item

Proposal Information ([Common Proposal Elements](#))

- Proposal Number
- Proposal Initiator
- Phone Number
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- Proposal Impact
 - CDR
 - DCM
 - COTE
 - Grad Council
- Units Impacted
- Impacted Units Approvals
- Effective Semester of Implementation
- Proposal Purpose and Justification

Program Information

All program information is automatically generated based on the Program selected.

Curriculum Impact Review (Required)

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Send to Review

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New Course Proposals

For proposals creating new courses.

Proposal Information (see [Common Proposal Elements](#))

- Proposal Number
- Proposal Initiator
- Phone Number
- Academic Unit (Department/School/Committee)
- Proposal Impact
 - CDR
 - DCM
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- Proposal Purpose and Justification

Course Information

Subject Code

Select the subject code from the drop down menu.

Subject Name

After you have selected the subject code, the system will automatically populate this box.

Create New Subject Code

Faculty should indicate that a new subject code is needed. Subject codes should be created in conjunction with the Provost and Vice Provost.

Course Number

Include the five-digit department/course Number. Course numbers should be created in conjunction with the Provost.

Course Title

Include the full title of the course.

Short Title

Create an abbreviated title no longer than 25 characters including spaces. The short title is used in Banner for registration and for transcripts.

Course Description

Create a full course description for the course that will appear in the catalog verbatim. Be sure to include any prerequisites along with any minimum grade requirements as well as any applicable co-requisites. This description will be entered directly, overriding any previous language. This course description should only include the new description, not the old one or reasons for the change.

Course Objectives

Create the course objectives for the course.

Course Credit hours

Minimum Credit Hours. List the total minimum credit hours for the required group.

Maximum Credit Hours. List the total maximum credit hours for the required group.

Credit Hours Narrative

List this as a single digit credit value or as a range, whichever is applicable. A range would be used when the course is offered for variable credit (ex., 1 to 3 hours).

Delivery method (Check all that apply)

- Online
- On-Campus
- Blended

If the course is blended, the appropriate box should be marked and the percentage blended should be noted. For instance, if a blended course is divided in such a way that 50% of the course is in the classroom and 50% is online, then the notation should read 50/50.

Course Designations (Check all that apply) (See [Course Designations](#) for more info)

- Repeatable Course
- Academic Credit
- Lab Credit

- Activity Credit
- Internship Credit
- Additional Internship Fees (Mark this item if fees will be required in addition to the liability fee)

Location Offered (Check all that apply)

- Maryville
- Kansas City

Prerequisite(s)/Minimum Grade Required

Prerequisite Narrative

Use this field to provide a description of the prerequisites required for the course.

Add Existing Course

- Active courses can be added by clicking the 'Add Existing Course' button and then the pencil to the right of the text box.
 - A new window appears where you can select the course from drop down menus.
 - Select whether the course you need is from the Undergraduate or Graduate catalog.
 - After selecting 'Courses', select the appropriate program/disciplinary group.
 - The next box will have a number that relates to the two digit program code associated with every program.
 - Eg. a Humanities course (Code 26) will be listed under 20000, while a Biology course (04) will be listed under 00000.
 - The next drop down menu will have every active course listed for that program. Select the one you need.
 - Repeat the above for every additional course.
- Narrative Courses, in the Course Selector Menu, allow you to add a variety of options to present information about the Program.
 - A common Narrative is adding "OR" to communicate a choice between two or more courses to meet a requirement. [B.S. in Mass Media Major, Broadcast and Production Emphasis](#) requires students to choose [Introduction to Advertising](#) OR [Advertising Case Studies](#) to meet their emphasis required courses.
 - Other Narrative options, like Advisor Approved Electives, are also available, so search around for what you need. Narrative courses are listed alphabetically.
 - If you are unable to find an existing Narrative Course that meets your needs, please note so and ask for what you need.

Co-requisite(s)

Co-requisite Narrative

Use this field to provide a description of the corequisites required for the course.

Add Existing Course

Select the 'Add Course' button to add a course to the list.

Click the pencil button on the right to select a course.

Attach Course Syllabi

Upload syllabi for all delivery methods. If the course will be offered both on campus and online, there should be two different syllabi provided.

Attach Supporting Documentation**Save a Draft**

To save a draft of the proposal click "Print this form" on the upper left. Click the 'Save' button in the left hand column at the top of the page. The 'Save' button saves your proposal as a draft which you can then go back and edit as needed for revisions.

Send to Review

When you are finished and are ready to send the proposal, click 'Send to Review' to move the proposal to the next step in the Workflow, typically your Unit Leader.

Course Change Proposals

For proposal making any **substantive change** to an existing course: course title, number, credit hours, or prerequisites. Additionally, significant changes to a course description that impact programs outside of the department or school in which the course is housed require a proposal, such as a NW CORE course that is directed and/or required by programs in different Academic Units

Changes to courses that are not substantive can be made directly by Chairs/Directors in coordination with the Registrar's Office. Determining if content changes are significant is at the department or school's discretion.

Select Course to Change

- From the dropdown, select if its undergraduate catalog or graduate catalog
- Click on "courses"
- Select the discipline
- Click on the discipline five digit provided
- Select the course to be revised
- Select the discipline, and the course number will come up automatically

- Click on the course you want to change
- Click on selected course

Proposal Information ([Common Proposal Elements](#))

- Proposal Number
- Proposal Initiator
- Phone Number
- Academic Unit (Department/School/Committee)
- Proposal Impact
 - CDR
 - DCM
 - COTE
 - Grad Council
- Units Impacted
- Impacted Units Approvals
- Effective Semester of Implementation
- Proposal Purpose and Justification

Course Information

Subject Code

The subject code will be automatically pulled from the catalog

Subject Name

The subject name will be automatically pulled from the catalog.

Course Number

The course number will be automatically pulled from the catalog

Course Title

The course title will be automatically pulled from the catalog. If you are changing the course title, enter the new title here

Course Description

The course description will be automatically pulled from the catalog. If you are changing prerequisites or corequisites, make those edits to the course description.

Course Objectives

The course objectives will be automatically pulled from the catalog

Course Credit hours

The course credit hours will be automatically pulled from the catalog. If you are changing the course credit hours, enter the new credit hours.

Delivery method (Check all that apply)

- Online
- On-Campus
- Blended

Course Designations (Check all that apply) (See [Course Designations](#) for more info)

- Repeatable Course
- Academic Credit
- Lab Credit
- Activity Credit
- Internship Credit
- Additional Internship Fees (Mark this item if fees will be required in addition to the liability fee)

Location Offered (Check all that apply)

- Maryville
- Kansas City

Prerequisite(s)/Minimum Grade Required**Prerequisite Narrative**

Use this field to provide a description of the prerequisites required for the course.

Add Existing Course

- Active courses can be added by clicking the 'Add Existing Course' button and then the pencil to the right of the text box.
 - A new window appears where you can select the course from drop down menus.
 - Select whether the course you need is from the Undergraduate or Graduate catalog.
 - After selecting 'Courses', select the appropriate program/disciplinary group.
 - The next box will have a number that relates to the two digit program code associated with every program.
 - Eg. a Humanities course (Code 26) will be listed under 20000, while a Biology course (04) will be listed under 00000.
 - The next drop down menu will have every active course listed for that program. Select the one you need.

- Repeat the above for every additional course.
- Narrative Courses, in the Course Selector Menu, allow you to add a variety of options to present information about the Program.
 - A common Narrative is adding “OR” to communicate a choice between two or more courses to meet a requirement. [B.S. in Mass Media Major, Broadcast and Production Emphasis](#) requires students to choose [Introduction to Advertising](#) OR [Advertising Case Studies](#) to meet their emphasis required courses.
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- If you are unable to find an existing Narrative Course that meets your needs, please note so and ask for what you need.

Attach Course Syllabi

- Attach syllabi for all changes in course name, course description, credit hours, prerequisites, or co-requisites.
- Upload syllabi for all delivery methods. If the course will be offered both on campus and online, there should be two different syllabi provided.

Dependencies

This refers to other programs/courses that are impacted by the change. Check these dependencies because they may indicate that you also need to submit additional Proposals, such as a Program Change or other Course Changes. Additionally, you should confirm these Dependencies with the current Catalog. Because these dependencies are automatically generated, their absence indicates an error in the catalog.

Course Dependencies

Existing course dependencies will be automatically pulled from the catalog; these are courses impacted by the change.

Program Dependencies

Existing program dependencies will be automatically pulled from the catalog; these are programs impacted by the change.

Attach Supporting Documentation

Curriculum Impact Review (Required)

Attach the completed Curriculum Impact Review document by clicking on the Select Files button. Once the document is successfully loaded, the system will create the appropriate link next to the section "Files:" You can download the form itself by clicking on the Curriculum Impact Review link above the button.

Save a Draft

To save a draft of the proposal click "Print this form" on the upper left. Click the 'Save' button in the left hand column at the top of the page. The 'Save' button saves your proposal as a draft which you can then go back and edit as needed for revisions.

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